

SPRINGFIELD HOSPITAL CENTER  
PRE-BID CONFERENCE MINUTES  
“Springfield Hospital Center Nutritional Services”  
DHMH OPASS 17-17064/eMM MDM0031025703  
Multi-Step Competitive Sealed Bidding

March 30, 2016

**PRESENT:** Paul Althoff, Director of Contracts, Springfield Hospital Center  
Joni Rampolla, Director of Nutritional Services, Springfield Hospital Center  
Greg Gabell, Special Projects, Springfield Hospital Center

**VIA CONFERENCE CALL ATTENDEES:**

Queen Davis, OPASS  
Anthony Gardner, Contract Officer, OPASS  
Janelle Robinson, MBE Director

**VENDOR ATTENDEES:**

Doug Cable, Senior Director of Finance, Sodexo Health Care  
Lisa Roth, General Manager, Sodexo Health Care  
Don Healy, Director of Business Development, Sodexo Health Care  
Chris Dunton, CEO, Lintons Managed Services  
Paul Sandford, V.P. of Operation, Lintons Managed Services  
Gary Rittreiser, Lintons Managed Services  
Jimmy Coggins, V.P. of Operations, Culinary Services Group  
Suzanne Reamer, Salerno’s Restaurant & Catering  
Bruce Reamer, Salerno’s Restaurant & Catering  
Brian Kelley, CDM-CFPP, Unidine  
Ty Tang, Director of Sales and Marketing, Acorn Food Services, Inc.  
Sean Joseph, Acorn Food Services, Inc.

The meeting was held in the Medical Services (M&S) Building 2<sup>nd</sup> floor conference room at Springfield Hospital, 6655 Sykesville Road, Sykesville MD 21784.

A sign-in sheet was passed around the room requesting business cards be attached from each vendor which will be scanned and posted to eMM.

**Paul Althoff** began the meeting with introductions and advised that all vendors must be registered on eMaryland Marketplace (eMM) in order to receive the contract award providing Nutritional Services. The eMM website is <https://emaryland.buyspeed.com/bs/>. Any vendors not registered, should register as soon as possible. Registering also allows vendors to receive other solicitations in their areas.

**Anthony Gardner** from the Office of Procurement and Support Services (OPASS) gave an overview of the procurement requirements of the Multi-Step Invitation for Bids (MS-IFB). Minutes of this meeting will be posted on eMaryland Marketplace. Vendors were advised that the contract resulting from this solicitation will be for a period of five years beginning on or

about July 1, 2016. If a vendor decides not to submit a bid, complete and return the “Vendors Comments” form. This completed form helps the Department in planning for future procurements. Prior to the bid opening, written questions will be accepted by OPASS until there is insufficient time for a response to impact on a bid submission. Questions and answers will be posted on eMaryland Marketplace. Questions should be sent by email to the following address: [http://dhmh.solicitationquestions@maryland.gov](mailto:dhmh.solicitationquestions@maryland.gov). The Bid and other required attachments must be completed, signed and submitted no later than April 25, 2016 by 2:00 p.m. local time. Late submissions will not be accepted. The Bid opening is scheduled for Monday, May 2, 2016 @ 2:00 p.m.

Those in attendance were asked to carefully review the following sections:

Section 1 – General Information  
Section 2 Minimum Qualifications  
Section 3 Scope of Work  
Section 4 Required Bid Submissions  
Attachment F – The Bid Pricing Instructions and Bid Form

It was emphasized that the start-up period will be approximately 3 weeks and that the selected Contractor shall give priority consideration to applications from State employees who will be replaced by the Contract resulting from this solicitation as referenced in subsection 3.2.2.18.1.

Anthony stated that if there was a question regarding who a vendor’s Resident Agent is the vendor should call the State’s Corporate Charter Division at (410) 767-1330 and that the office was located at 301 W. Preston Street.

The Bidder who is recommended for award will be required to complete and submit the Contract Affidavit. The Contract shall not become effective until the Contract Affidavit is signed and returned.

Please complete each Bid Page correctly (don’t forget to sign all signature pages). Pay attention to the Bid Submission Requirements. Failure to include these items will void your bid submission. The contract officer also made the vendors aware that in order to bid on this procurement they must be registered on eMaryland Marketplace.

**Again, submit bids no later than April 25, 2016 by 2:00 p.m. local time. Late submissions will not be accepted.**

As listed on the Key Information Summary Sheet, please send your bids to the attention of Anthony Gardner

The bid opening is public and may be attended by all vendors. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

**Janelle Robinson**, the MBE Director, advised this solicitation contains a **goal of 5%** and the following:

The MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1) must be fully and accurately completed and submitted along with your bid or proposal in a separately sealed envelope. Failure to do so will result in your bid or proposal being deemed non-responsive.

On the D-1 form, you must first acknowledge and express your intention to meet the overall MBE goal percentage established for the solicitation. No subgoals have been established for the solicitation so do not enter any information regarding the percentages for African-American, Hispanic-American, Asian-American or Woman-Owned businesses in Section 1.

You may request a waiver of the MBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in accordance with COMAR 21.11.03.10.

The MBE participation schedule should include the names of the minority business enterprises that you intend to use to meet the required MBE goal, along with their federal employment identification number, their MDOT MBE certification number as well as their certification category. Only MDOT MBE certification is acceptable. MBE certification from another entity or jurisdiction will not be accepted. Additionally, the percentage of the total contract value to be provided by the particular MBE should be entered as well as a specific description of the work that is to be performed by that particular MBE.

In the summary, you will break down the specific MBE status of the particular MBE subcontractors and this should be equal to or exceed the MBE goal established for the solicitation.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Outreach Efforts Compliance Statement (Attachment D-2) and your Subcontractor Project Participation Certification (Attachment D-3).

Please carefully review the liquidated damages provisions in the solicitation regarding compliance with MBE rules and regulations.

**Paul Althoff** reviewed key parts of the solicitation including but not limited to the following:

The Key Information sheet and where the bids were to be sent, reminding them of the bid closing date and time, April 25, 2016 at 2:00 p.m. local time. Questions should be addressed in writing

to the following email address: <http://dhmh.solicitationquestions@maryland.gov>. Paul reviewed the minimum qualifications, the scope of work, and the required bid submissions.

The bid pages were reviewed and then the pre-bid was opened up to questions. These questions and answers will be provided in a separately attached document.

Afterward, the pre-bid conference was adjourned and a site visit was conducted.